

# Request for use of a generative AI tool/platform.

This form is to be used to seek use of **any** generative AI tool or platform **other than Microsoft Copilot** in the Commission's ICT environment.

Your request will be considered from a governance perspective including matters relating to licensing, privacy, cyber and information/data security. If your request is not in breach of any governance considerations, you will be provided with access to the tool or platform.

The details of this request will be entered into the AI register maintained by the Digital Technologies team.

## Before completing the form, please:

- consult and seek support from your SES (if applicable)\*
- consult Digital Technologies team for advice on any potential cyber security risks associated with use of this AI tool.

**\*Where access to the tool is provided, the SES supporting this request is accountable for ensuring the tool is used as described in this request, and all provisions of the AI Policy.**

We undertake to respond to your request within five business days.

\* Required

\* This form will record your name, please fill your name.

1. Name and position title of requester \*

2. Are you an SES? \*

☐ Yes

☐ No

3. If no, what is the name of your SES? \*

4. Do you have the support of your SES to submit this request? \*

☐ Yes

☐ No

5. If you are a manager and this request is also for staff you supervise, please list the names of all these staff below. List only those staff you consider have a clear business need to use the particular AI tool requested.

6. Please provide the name and provider/developer of the AI tool requested - along with any other technical details you may have (<400 characters): \*

Having regard to the provisions of the Commission's Use of generative AI Policy:

7. Why are you requesting use of this particular AI tool?

What features and functions does this tool have that Microsoft Copilot does not? (<400 characters) \*

8. How do you intend on using this AI tool in your work? (<400 characters) \*

9. Please detail what you see as the benefits and risks in using this particular AI tool? (<400 characters) \*

10. Have you consulted the Digital Technologies team on any potential cyber security risks associated with use of this AI tool? \*

☐ Yes

☐ No

11. What advice has DT provided in relation to the use of this tool? (<400 characters) \*

12. Please provide any other information or comments you think relevant to your request. (<400 characters)

13. I confirm as,

☐ an SES staff member...

☐ a non-SES staff member...

14. I undertake to ensure that my use, and that of others named in this request, will be as described in this request and consistent with all the provisions of the Commission's Use of generative AI Policy.

\* Typing your name in the field below acts as your signature. \*

15. By submitting this form, I am confirming I have the support of my SES. I undertake to ensure that my use, and that of others named in this request, will be as described in this request and consistent with all the provisions of the Commission's Use of generative AI Policy.

\* Typing your name in the field below acts as your signature. \*

If you do not have support from your SES, please consult them before submitting this form.

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 Microsoft Forms